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2 May 1966

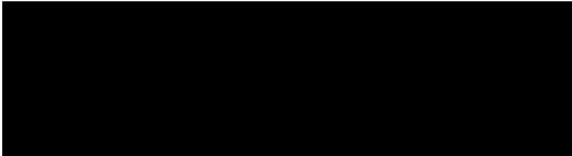
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MEMORANDUM FOR: Plans and Development Staff Personnel

SUBJECT : Investigation of Project Suggestions

The attached lists of questions have been compiled to facilitate processing of project suggestions by the P&DS Evaluation Committee. The use of these lists by both those who investigate suggestions and by the committee will assure a uniform approach, better understanding, and faster processing. In general, the speed with which a suggestion moves through the evaluation process will be proportional to the thoroughness with which these questions have been answered.

Furthermore, suggestions which originate in P&DS will be processed more rapidly if the information necessary to answer these questions is contained in the description and explanation presented on the Project Suggestion Form.


Chairman, Project Evaluation Committee
P&DS, NPIC

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Distribution:

Each P&DS Staff Member

Declass Review by NIMA / DoD

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EQUIPMENT PROTOTYPE DEVELOPMENT PROJECT

Proof of Need to Support a Procceed Recommendation from the Evaluation Committee

(Answers should be estimates based on previously performed tests, outside expert opinions, and experience of P&DS personnel)

1. Is there any other internal or external project which could render this suggestion unnecessary?
2. What are the performance limits of present equipment for each characteristic which the project is intended to improve?
3. Is present equipment inadequate in any of these characteristics for present work? If so, by how much?
4. Is present equipment inadequate in any of these characteristics for future work? If so, by how much? What is the Plans Branch estimate of the date for the future requirement for which present equipment will be inadequate?
5. Is it probable that a sufficient improvement can be made to meet the inadequacies listed in questions three or four? State the estimated numerical improvement and the source of the estimate.
6. Will there be changes in other characteristics of the equipment as a consequence of the desired improvement in some characteristics? If so, what are they? Should there be an investigation of the possible changes, during the first phases of the project, to determine if these changes in other characteristics are tolerable?
7. Are there any known alternative methods of achieving the required performance improvements? List them and state after each whether or not the alternative method should be investigated, during the early phases of the project, as a possible better means of achieving the improvement.
8. Approximately how many units will be required by the Center?
9. Is there any internal or external R&D project or other work that will decrease the value or need for this project?
10. Will the project materially increase the maintenance cost or decrease the life of a unit? If so, should this cost factor be investigated in early phases of the project?

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FOR DEVELOPMENT BRANCH INVESTIGATION

11. What is the estimated cost of the R&D effort?
12. What is the estimated time of completion of the R&D effort?
13. Approximately when would the first production unit be delivered?
14. What is the estimated cost of each production unit to the Center?

FOR EVALUATION COMMITTEE ONLY

15. Is it clearly a part of the Center's mission to rectify the stated inadequacy? Justify your reply by quoting from mission statements if possible.
16. Is it necessary to improve all of the characteristics listed in reply to question two but not listed as inadequate in reply to question three or four?

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CONTRACT DEFINITION PHASE PROJECT

Proof of Need to Support a Proceed Recommendation from the Evaluation Committee

(Answers should be estimates based on previously performed tests, outside experts opinions, and experience of P&DS personnel)

1. Is there any other internal or external project which could render this suggestion unnecessary?
2. What are the questions this project must answer to establish a need for equipment prototype development?
3. For each of the above questions, is it possible to define a project which will result in proper answers to the questions? (If only laboratory demonstrations have been made of the anticipated improvements, then a Contract Definition Phase Project is in order to develop specifications for prototype equipment)
4. Can this project best be carried out by independent contractors or by Center personnel in-house?
5. Are there alternative means of achieving the improvement contemplated? Should they be investigated as a first step in the Contract Definition Phase Project.
6. Is it probable that the method can achieve the desired improvements?
7. What is the estimated cost of this project?
8. What is the estimated completion date for the project?

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FEASIBILITY STUDY PROJECT

Proof of Need to Support a Proceed Recommendation from the Evaluation Committee

(Answers should be estimates based on previously performed tests, outside expert opinions, and experience of P&DS personnel)

1. Is there any other internal or external project which could render this suggestion unnecessary?
2. What items of information are needed in the feasibility study?
(If no laboratory demonstrations have been made of the items of information needed, then a feasibility study is in order to obtain the needed items of information)
3. Can the feasibility study project best be carried out by independent contractors or by Center personnel in-house?
4. Are there alternative means of achieving the improvement contemplated? Should they be investigated as a first step in the feasibility study project?
5. What evidence is there that the proposed method can achieve the desired improvements?
6. What is the estimated cost of this project?
7. What is the estimated completion date for the project?

RESEARCH PROJECT

Proof of Need to Support a Proceed Recommendation from the Evaluation Committee

(Answers should be estimates based on previously performed tests, outside expert opinions, and experience of P&DS personnel.)

1. Is there any other internal or external project which could render this suggestion unnecessary?
2. What Center need will the proposed research satisfy? What questions must the research answer?
3. What evidence is there that the proposed research can satisfy this need.
4. Can the Research project best be carried out by independent contractors or by Center personnel in-house?
5. What is the estimated cost of the Research Project?
6. What is the estimated completion date for the Project?